

Code of Conduct

TSIBA Elevate Programme 2024

1. INTRODUCTION AND PURPOSE

- 1.1. The purpose of this code of conduct is to guarantee the well-being of the TSIBA Elevate Community and to advance TSIBA's mission of nurturing future global leaders.
- 1.2. Students agreed to follow the code of conduct by accepting TSIBA's terms and conditions, available on the TSIBA Elevate website, when they accept their placement with TSIBA Elevate and when they sign the TSIBA Elevate waiver.
- 1.3. The code of conduct is in place to ensure that the programme is able to create a safe environment that facilitates cross-cultural learning where our TSIBAlings can grow together, personally and professionally.

2. COMMUNITY STANDARDS

- 2.1. General Conduct Policy – Community standards of mutual respect, trust, and professionalism are expected of all participants as outlined below:

3. ATTENDANCE

- 3.1. Admission into the programme entails attendance in all mandatory meetings.
- 3.2. The Participant can only miss three (3) mandatory meetings/lectures/sessions throughout the entire TSIBA Elevate programme and this absence must be communicated to the TSIBA Elevate Team ahead of time.
- 3.3. The Participant must provide a doctor's note to excuse their absence if unwell, either physically or mentally after two (2) days of being ill.
- 3.4. If a TSIBA Elevate participant misses more than three (3) sessions without communicating and obtaining permission from the TSIBA Elevate Team in advance, Participant is subject to removal without a refund.

4. LATENESS POLICY

- 4.1. All TSIBA Elevate participants are expected to arrive onsite or log-in to online meetings promptly.
- 4.2. Failure to arrive within the first fifteen minutes of a meeting/lecture/immersion's scheduled time will result in a tardy strike.
- 4.3. Three (3) tardy strikes will count as a minor violation, as referenced in 13.1-13.6 below.

5. RESPECT

- 5.1. Participants are expected to engage with other participants, the TSIBA Elevate Team, clients, and other third parties with respect, integrity and professionalism.

6. TSIBA REPRESENTATION ONLINE

- 6.1. All engagements with the TSIBA Elevate brand online should reflect the TSIBA Elevate mission and values. This pertains to TSIBA Elevate Instagram takeovers, blog posts, TikTok posts, and other TSIBA-related online content.
- 6.2. This is also applicable to participants' personal engagement with the TSIBA Elevate brand on online platforms. Misrepresentation of the TSIBA Elevate mission and values online is considered a violation of the code of conduct.

7. RESTRICTIONS ON THE USE OF TSIBA ELEVATE MATERIALS

- 7.1. You may not, without our prior written permission:
- 7.2. re-publish, post or otherwise transmit material from the TSIBA Elevate programme (including re publication on another website);
- 7.3. sell, rent or sub-license material from the TSIBA Elevate programme;
- 7.4. show any material from the TSIBA Elevate programme in public;
- 7.5. edit or otherwise modify any material provided on the TSIBA Elevate programme, other than editing your own submissions to the TSIBA Elevate programme; or
- 7.6. reproduce, duplicate, copy or otherwise exploit material from the TSIBA Elevate programme for a commercial purpose.

8. ANTI-HARASSMENT / ANTI-DISCRIMINATION POLICY

- 8.1. TSIBA Elevate is committed to developing and fostering a diverse and inclusive community free of discrimination, harassment, and retaliation. TSIBA Elevate does not tolerate discrimination on the basis of race, ethnicity, colour, religion, sex, sexual orientation, gender expression or identity, or disabilities.
- 8.2. Any form of verbal, emotional, physical, or sexual harassment or discrimination is considered a serious violation of the code of conduct and may result in removal from the programme.

9. POLICY ON ACCOMMODATIONS

- 9.1. TSIBA Elevate shall arrange accommodation for all TSIBAlings while staying in Cape Town.
- 9.2. The accommodation for TSIBA Elevate Cape Town shall be of a reasonable standard at the discretion of TSIBA Elevate and the terms of such accommodation shall be regulated by way of separate agreement to be entered into between the Participant and that Third-Party Service Provider.
- 9.3. TSIBA Elevate shall not be responsible for sourcing accommodation in the event that the Participant wishes to find their own private accommodation in Cape Town and TSIBA Elevate shall not be liable in any way for the Participant's private accommodation.
- 9.4. The Participant undertakes to behave in a professional manner and in line with TSIBA's Code of Conduct at all times during the TSIBA Elevate programme.

10. POLICY ON SUBSTANCES

- 10.1. The legal drinking age in South Africa is 18 years old. Cape Town programme participants who are of legal drinking age are expected to consume alcohol responsibly in a way that does not deter their ability to participate in the programme.
- 10.2. This includes turning up drunk to the office, being late or absent to work due to a hangover, or being too unwell at the office to work due to being hungover.

- 10.3. The consumption or distribution of any illegal drugs is not permitted at any point during the programme. The possession of such substances is a serious violation of the code of conduct and will result in removal from the programme.

11. POLICY ON DATA AND INFORMATION

- 11.1. All data collected from the internship programme must be used respectfully and should only be used as necessary for the internship programme. The improper use and distribution of data collected from the internship is a violation of the code of conduct.

12. DISCIPLINARY PROCESS

- 12.1. Violations of the code of conduct are categorised into minor violations and major violations. Based on the seriousness of the offence, disciplinary action can range from verbal or written reprimand to dismissal from the programme.

13. MINOR VIOLATIONS

- 13.1. Minor violations are defined as violations of the general conduct policy and the policy on data and information.
- 13.2. These violations will be dealt with on a strike-basis. Each strike incurred will warrant a warning from a TSIBA Elevate mentor or team member. Each accumulation of a strike will result in an escalation of the warnings. A participant has a maximum of four (4) strikes before TSIBA Elevate has the right to dismiss the participant from the programme.
- 13.3. Strike 1 – The Participant will receive a verbal warning from their mentor or a member of the TSIBA Elevate team.
- 13.4. Strike 2 – The Participant will receive a written warning from their mentor or a member of the TSIBA Elevate Team.
- 13.5. Strike 3 – The Participant will receive a warning from Thabang or Devon
- 13.6. Strike 4 – The Participant will be dismissed from the programme.

14. MAJOR VIOLATIONS

- 14.1. Major violations are defined as violations of the policy on substances and the anti-harassment and discrimination policy
- 14.2. Major violations will incur a meeting between the participant and two members of the TSIBA Elevate Team where TSIBA Elevate will review the evidence and hear from the participant to decide the necessary disciplinary action needed to address the offence.
- 14.3. Based on the outcome of this meeting, TSIBA Elevate reserves the right to dismiss the participant from the programme, as agreed in the terms and conditions. Removal from the programme will be done in a written email.
- 14.4. If a student is removed from the programme, they will also be removed from the TSIBA Elevate housing within 24 hours of removal (written in an email), and will be required to secure and pay for their own housing in Cape Town.